

## Tennessee State Employee Suggestion Award Program

The ESAP provides a way for state employees to submit their good ideas and suggestions to improve state government operations or services and reduce costs.

The Department of Human Resources' ESAP office screens each new suggestion for eligibility, then acknowledges and routes eligible suggestions to the appropriate state department(s) and/or agency(ies) for evaluation. Upon receipt of the evaluation, the ESAP office notifies the employee of the agency's recommendation for adoption or gives the reason(s) for non-adoption. The Employee Suggestion Award Board considers each adopted suggestion recommended for an award. The Award Board members are as follows:

- Commissioner of Human Resources
- Commissioner of General Services
- Commissioner of Finance and Administration
- Executive Director of the Fiscal Review Committee
- Representative of the Tennessee State Employees Association

The Award Board makes final decisions based on:

- The report and recommendation of the evaluating agency, and
- The review and evaluation of the agency's information and subsequent recommendation by the ESAP Review Panel.

## Cash Awards Up To \$10,000!

Suggestions recommended for adoption and approved by the Award Board are eligible to receive 10% of the first year's estimated net savings or \$10,000, whichever is less. The Award Board may increase the maximum amount of the award for suggestions which result in extraordinary amounts of savings.

The Award Board approves suggestions with non-measurable benefits based on a point value scale.

Cash awards are subject to taxes.

### Questions about the program?

Contact your agency ESAP Coordinator or the Department of Human Resources' ESAP office at (615) 741-1646.

[www.tennessee.gov/dohr/  
resources/suggestion/index.htm](http://www.tennessee.gov/dohr/resources/suggestion/index.htm).



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# GOT IDEAS?



## Employee Suggestion Award Program (ESAP)



# GOT IDEAS?

## ...To Save Money and Improve State Government?

### Purpose

The Employee Suggestion Award Program (ESAP) rewards state employees who submit ideas which help save the state money, time, and/or improve methods.

### Points to Consider

- Are you a full-time, part-time, hourly, or retired state employee?

- Will your idea improve operations, services, procedures, employee morale, or save money for the state?
- Is it a positive, constructive concept for improvement?
- Will your idea promote safety, health, security, or productivity?
- What are the necessary steps for your idea?
- What is the best way to implement your suggestion?

### Helpful Hints

- Obtain an official suggestion form from your agency's ESAP Coordinator or from the Internet at: [www.tennessee.gov/dohr/resources/suggestion/index.htm](http://www.tennessee.gov/dohr/resources/suggestion/index.htm).
- Your suggestion is eligible for consideration if you do not have the authority or responsibility to make the change.
- Your supervisor may assist you in preparing your suggestion.
- You may submit only one suggestion per form; however, you may submit multiple suggestions.
- You and a co-worker may submit a suggestion together and share in the award of an adopted idea. However, each employee must submit an Employee Information page.

### Guidelines for Submitting Employee Suggestions

- Use an official ESAP suggestion form for each suggestion. The ESAP form is available on the internet at [www.tennessee.gov/dohr/resources/suggestion/index.htm](http://www.tennessee.gov/dohr/resources/suggestion/index.htm).
- Decide the general subject of your idea.
- Determine the agency(ies) affected by the proposed changes.
- Describe in detail the current problem.
- State how your suggestion will change or improve the present situation.
- Be specific in describing the improvement and the steps to implement the change.
- State how your suggestion will benefit state government and/or specific agency(ies).
- Calculate any savings.
- Submit two copies of a sketch, photo, or sample to describe or clarify your idea.
- Send the completed and signed ESAP suggestion form by e-mail to [ESAP.Suggestions@state.tn.us](mailto:ESAP.Suggestions@state.tn.us) or mail the form to:

**Employee Suggestion Award Program**  
**First Floor, James K. Polk Building**  
**505 Deaderick Street**  
**Nashville, TN 37243-0635**